

Security Information

NOV 17 1953

Assistant Director for Communications

Chief of Logistics

Proper Identification of Items Required for Office of Communications

1. Reference is made to memorandum from this Office dated 7 October 1953, subject, "Allocation Accounts" which reads in part, "It was agreed by all concerned that items of a minor nature were not required to have strict control exercised by the individual offices by the use of Allocation Accounts in the matter of stock replenishment and establishment and maintenance of stock levels. Responsibility for these actions would be assumed by the Supply Division, Logistics Office."

2. In order to adequately carry out this function it would be of invaluable assistance to this Office to have the benefit of the recorded information collected and compiled by your Office during the long period in the past when your Office prepared the procurement requisitions. It will therefore be appreciated if you will furnish this Office with your information record cards of all items formerly designated as "Supply Account No. 1" and any additional records that you may consider pertinent to this matter. Should this not be practicable, as an alternate, please make the records available so that this Office may have them duplicated.

3. Your cooperation in this matter will provide information necessary for purchase of the exact items required by your Office.

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JAMES A. GARRISON

LO/PD/HFW:mpm (13 Nov. 1953)
Distribution:

- 1 - LO
- 1 - PD
- 1 - PB/PD
- 1 - SD
- 1 - Mr. [REDACTED]

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